

13.115 OUTSIDE TRAINING PROGRAMS/COLLEGE ATTENDANCE

Reference:

AFSCME/City Labor Contract
Procedure 16.125 - Travel on City Business
Personnel Policies and Procedures - Section 3.7
Administrative Regulation #13 - Travel Outside of
Cincinnati on City Business
Standards Manual - 22.2.9, 33.1.3

Definition:

Outside training includes job-related conventions, professional conferences, workshops, seminars, and special training events sponsored by agencies other than the Cincinnati Police Division. Exempt from this procedure are City of Cincinnati sponsored seminars of several hours to one day duration covering a limited subject such as payroll preparation, personnel related forms or processes, EEO matters, etc. Also exempt from this procedure are division personnel attending college or training on their own time and at their own expense. This procedure applies to all division personnel.

Procedure:

A. Evaluating Training Requests:

1. Training requests are evaluated using the following criteria:
 - a. Is there need for the training?
 - b. Will the employee and/or the division benefit from this training?
 - c. Are funds available?
 - d. Is the training job related? If not, is it related to the applicant's career plan?
 - e. Does the Training Section already provide this training? Is the same quality training available elsewhere at a more reasonable cost?

- f. Have others in the same unit attended this training?
- B. Process the Outside Training Request Packet in the Following Order:
 - 1. Applicant
 - 2. Immediate supervisor
 - 3. District/section/unit commander
 - 4. Bureau Commander
 - 5. Training Section
 - 6. Resource Bureau Commander
 - a. Fiscal and Budget Section
 - 1) Training/Asset Forfeiture Committee
 - 7. Police Chief
 - 8. Fiscal and Budget Section
 - 9. Training Section
 - 10. Applicant
- C. Process for Requesting to Attend Outside Training Programs:
 - 1. Applicant responsibilities:
 - a. Contact the Training Section to obtain an Outside Training Request packet. This packet consists of a Request for Outside Training (Form 70-T), Request for Permission to Travel (Form 70-S), and the employee's training record.
 - 1) A Form 70-S is not necessary if all of the following occur:
 - a) Training is free
 - b) The training occurs within the Interstate 275 belt loop
 - c) Reimbursable fees are not involved (i.e., lodging, meals, gas, parking fees, etc.)

- 2) Follow all instructions in the packet for completing the request.
- b. Submit the completed Outside Training Request packet to his immediate supervisor.
 - 1) Include a copy of the training record.
 - 2) Include brochures, announcements, and registration forms with the completed packet.
 - 3) Submit requests as far in advance as possible. However, if the training date is less than four weeks away, personnel may expedite the request by hand carrying the request through proper channels to the Training Section.
- c. The Training Section will notify the applicant if the request was approved or disapproved using a Disposition Notification Form 17.
 - 1) If the request is approved, follow the instructions in the Outside Training Request packet to complete the travel and/or training arrangements.
 - a) See the Outside Training Request packet for information on prepayment or billing of certain expenses, as stipulated in Administrative Regulation #13 - Travel Outside of Cincinnati on City Business.
- d. After returning from the training, complete and submit a Statement of Travel Expense (Form 71-S) through the chain of command to the Fiscal and Budget Section.
 - 1) See the Outside Training Request packet for instructions on completing Form 71-S.
- e. Evaluation of Outside Training Request/ Certificate:

- 1) Each attendee will complete the Evaluation of Outside Training Request (preprinted Form 17) no later than two weeks after returning to duty. Route the completed form and a copy of any certificate of completion, if issued, through the chain of command to the Training Section.
 - a) Failure to complete and submit the Evaluation of Outside Training Request will result in the applicant receiving no credit for the training and non-approval of future training.
 - f. The division employee may be required to prepare and submit a lesson plan on the subject(s) addressed in the training program. The employee may serve as an instructor on this topic to train other employees during recruit or in-service training.
2. Immediate supervisor responsibilities:
 - a. At the time the request is submitted, ensure the training packet is complete, with all required information.
 - b. Review, evaluate, and recommend approval or disapproval on the Form 70-T using the criteria in Section A.1. of this procedure. Sign and date in the designated space on the rear of this form.
 - c. Forward the request to the district/section/unit commander.
 3. District/section/unit commander responsibilities:
 - a. Review, evaluate, and recommend approval or disapproval on the Form 70-T using the criteria in Section A.1. of this procedure.
 - b. Forward the request to the Bureau Commander.

- c. The district/section/unit commander will receive a copy of the applicant's Disposition Notification Form 17 stating the disposition of the request.
 - d. On approved requests, ensure the applicant follows the instructions for making the necessary arrangements and completing necessary paperwork.
4. Applicant's bureau commander's responsibilities:
- a. Review, evaluate, and recommend approval or disapproval of the request on the Form 70-T using the criteria established in Section A.1. of this procedure.
 - 1) If approved, forward the request to the Training Section.
 - 2) If disapproved, return the request to the applicant back through the appropriate chain of command.
5. Training Section will:
- a. Upon request, ensure the requesting person receives the Outside Training Request packet.
 - b. Ensure all returned forms are properly completed.
 - c. Review, evaluate, and recommend approval or disapproval on the Form 70-T using the criteria established in Section A.1. of this procedure.
 - d. Forward the request with the recommendation to the Resource Bureau Commander.
 - e. Attach a copy of the applicant's training record.
6. Resource Bureau Commander will:
- a. Submit the request to the Fiscal and Budget Section to verify available funds.
 - b. Convene the Training/Asset Forfeiture Committee for review of the request.

- c. Submit to the Police Chief for approval.
 - d. Return the completed packet to Training Section, if disapproved.
7. Police Chief will:
- a. Review, evaluate and approve or disapprove the request.
 - b. Return the request to the Fiscal and Budget Section if approved or directly to the Training Section if disapproved.
8. Fiscal and Budget Section will:
- a. Send the original Form 70-S to the Safety Director for approval.
 - b. Send a copy of Form 70-S and the remainder of the travel packet to the Training Section.
9. Training Section will:
- a. If the request is returned with the Police Chief's approval:
 - 1) Send a Disposition Notification Form 17 to the applicant enclosing an Evaluation of Outside Training Request.
 - a) Send a copy of the Disposition Notification Form 17 to the applicant's district/section/unit commander.
 - 2) Assist the applicant in making necessary lodging, transportation, and travel arrangements. Applicant is responsible for travel arrangements.
 - 3) Route the Form 70-S and other related documents to the Fiscal and Budget Section for processing.

- 4) Review the Evaluation of Outside Training Request submitted by the employee for the value of the program, and the possible impact on future training programs.

- b. If the request is returned disapproved by the Police Chief:

- 1) Notify the applicant and the applicant's district/section/unit commander through the proper Bureau Commander using a Disposition Notification Form 17.

- 2) Send a copy of the disapproved request to the Fiscal and Budget Section.

D. Advance for Expenses:

1. An advance of funds will be permitted to cover expenses if direct billing is not possible and anticipated expenses cannot be temporarily financed by the traveler.

- a. Traveler should prepare a Form 70-S detailing the estimated dollar amount for out of town travel and indicating the amount of the travel advance request.

2. The Safety Director must approve the travel advance request.

- a. If approved, Fiscal and Budget Section will prepare a Claim Voucher (Form 37-S) requesting an advance in the name of the traveler for the amount of the travel advance. This is required at least 14 days before the scheduled trip.

E. College Attendance

1. The Police Division encourages college attendance.

- a. No member may attend college while on duty.

- 1) Personnel attending classes during scheduled work hours will use accumulated compensatory, holiday, or vacation time.

2. Tuition reimbursement

- a. Each request is judged on the following criteria:
 - 1) Is the course related to current duties or an aid to promotion?
 - 2) Is the course part of a degree program.
 - a) Electives may be covered if they are part of a degree program.
- b. Request for reimbursement must be filed and approved before course registration.
 - 1) Prepare and submit through the unit commander an Application and Approval Form for Tuition Reimbursement (Form 80-S).
 - 2) The unit commander will review the Form 80-S and route the request through channels to Fiscal and Budget Section.
 - 3) Fiscal and Budget Section will forward the Form 80-S to the Human Resources Director for completion of Part 2.
 - a) After the Human Resources Director signs off, the Form 80-S is returned to Fiscal and Budget Section.
 - 4) After completing the course work, the division member must send a copy of his paid receipt for the course and a grade transcript to Fiscal and Budget Section.
 - 5) Non-sworn personnel may request the following tuition reimbursement for up to six (6) credit hours per quarter for completed work at an accredited educational institution.

- a) 100% tuition reimbursement for grade of "A".
 - b) 80% tuition reimbursement for grade of "B".
 - c) 60% tuition reimbursement for grade of "C".
 - d) 80% tuition reimbursement for grade of pass in a pass/fail course.
 - e) 0% tuition reimbursement for grade of fail in a pass/fail course.
- 6) Tuition reimbursement for sworn personnel is as follows:
- a) To be eligible to participate in the tuition reimbursement benefit, sworn police officers must meet the conditions set forth in Section 3.7 of the Personnel Policies and Procedures.
 - b) This procedure provides for tuition reimbursement retroactive to February 1, 1999.
 - c) Reimbursement for up to six credit hours per academic session is based on the following:
 - 1) 100% tuition reimbursement for grade of "A".
 - 2) 80% tuition reimbursement for grade of "B".
 - 3) 60% tuition reimbursement for grade of "C".
 - d) Plus or minus grades have no effect on the reimbursement received by the employee.

- 7) Fiscal and Budget Section will process the receipt and grade transcript for reimbursement and forward a copy of Form 80-S to the Training Section.